



Commons Functionality

- **Profiles**

- Institutional Profile (IPF)
- Professional Profile (PPF)

- **Status**

- View status of pending/awarded applications
- View and access priority score/summary statement (PI only)
- View NIH staff contact information for each application
- Link to study section rosters and dates of meetings
- Link to NGA and other grant related documents
- Submit No Cost Extensions (SO only)
- Submit JIT Material

- **e-SNAP**

- Submission of non-competing progress report
- Some differences from submitting paper 2590

Commons Functionality

- **FSR (Financial Status Reports)**
 - Submission of financial status reports
 - Same system is used by NIH Office of Financial Mgmt.
- **IAR (Internet Assisted Review)**
 - Reviewer submission of critiques and preliminary scores prior to study section meeting
- **Demo Facility**
 - Anyone can use (don't need a Commons Acct)
 - Contains all functionality of production system
 - User creates their own training accounts & institution
 - Standard data populates new accounts
 - Great for on-campus training classes

Commons Functionality

- Grant Closeout
 - Submit Final Progress Report
 - Submit Final Invention Statement
 - Submit Final Financial Status Report (FSR)
- PI View in Grant Folder
 - Link in grant folder will display grant status screen that the PI sees

eRA Statistics

NIH Commons

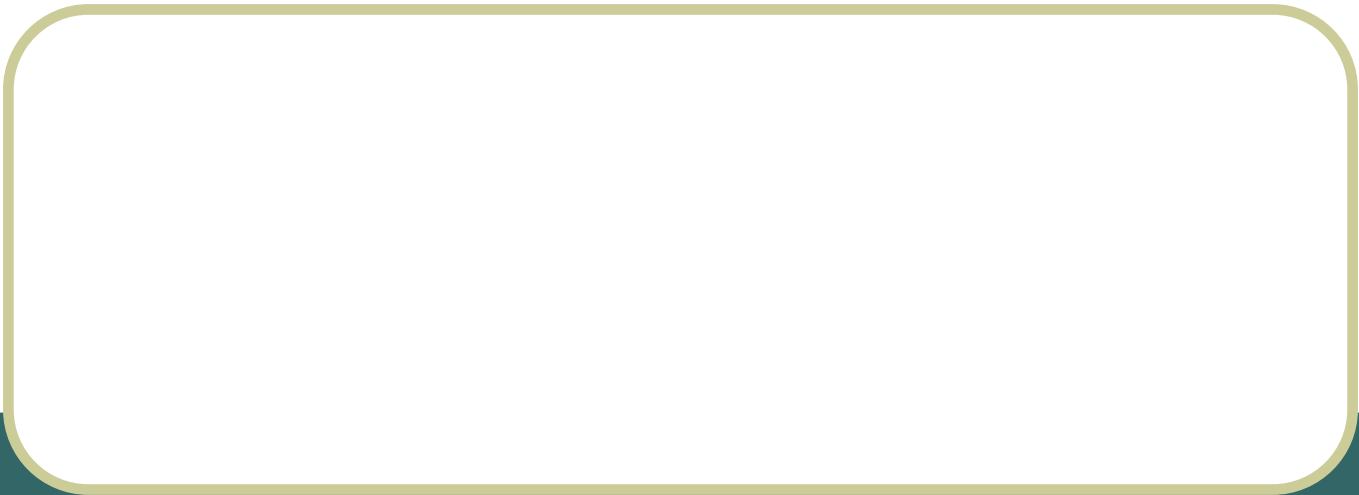


	May '03	Jan. '04	Oct. '04	Sept '05
Institutions	425	778	1,792	3,480
eSNAPs	165	756	2,944	11,077
FSRs	7,000	22,302	38,212	53,160
JIT	N/A	N/A	595	3,419
No Cost Ext.	N/A	N/A	2,961	8,432
Users	3,100	8,972	25,690	52,076

Upcoming Commons Releases

- 3.0 – Feb/Mar
 - Organizational Hierarchy
 - Lets grantee organization define their own structure
 - Limits scope of access for users
 - Lets SO delegate more functionality
 - X-Train
 - Electronic submission of trainee appointments, reappointments, terminations, etc.
 - Payback will still need physical signature

Transition from SREA Accounts



Background

- **Scientific Review Evaluation Award (SREA) funds have been used to reimburse travel, lodging, per diem, and honoraria for reviews for over 50 years.**
- **SREA funds are awarded to the Chairpersons (which is sometimes why these awards are referred to as Chairman's Grants).**
- **Office of Management Assessment (OMA) report found deficiencies in the system (bad data, lack of internal controls).**
- **OMA recommended:**
 - **Funds from Research Management Services (RMS) instead of Extramural Program budget line.**
 - **Flat rate reimbursement to reviewers**
 - **Electronic funds transfer for reimbursement**

Major Changes

Effective October 1, 2005

- Funds no longer from extramural grant line, but from research management services (RMS).
- HHS Events Management Contract to provide meeting logistics, hotel rooms, and travel arrangements.
- Flat rate of reimbursement to reviewers.
- NIH staff review of vouchers no longer necessary (only for exceptions).
- Instead of using check writing system, NIH Office of Financial Management (OFM) will make electronic payments to reviewers.
- Reviewers will need to obtain DUNS numbers & register in the CCR

Issues with DUNS / CCR Registration

- **Concern with University administrative staff that reviewers would include their DUNS/CCR information instead of institutional information when submitting NIH grants.**
- **Legal entity question of University employee providing service to NIH and possible conflict with University outside employment policies.**
- **Reviewers are reluctant to provide information to DUNS / CCR.**
- **Spam and other unsolicited offers to reviewers.**

CONTACT INFORMATION

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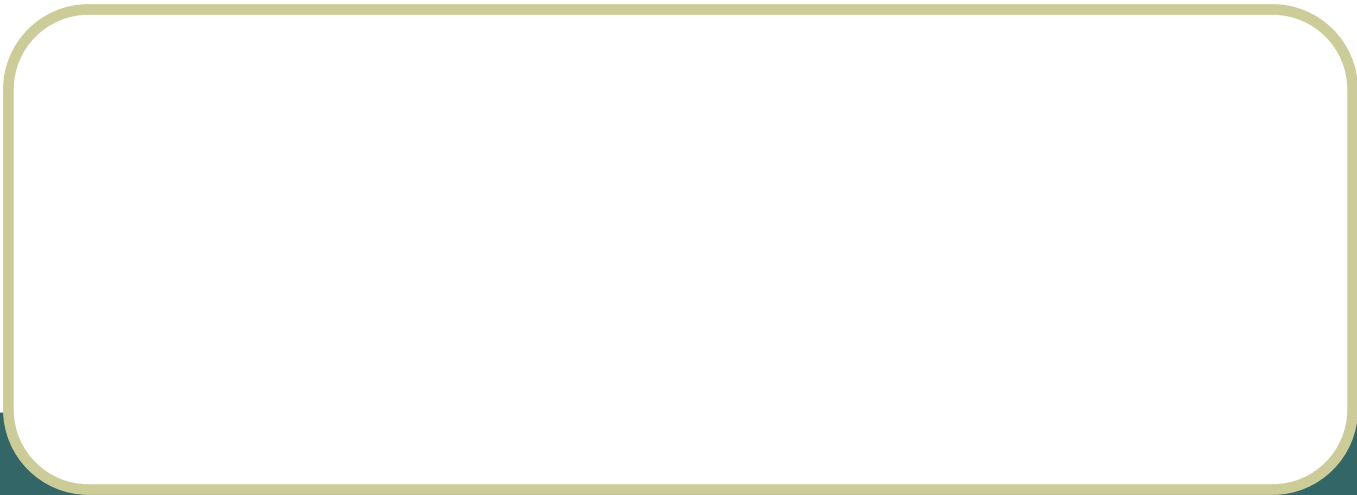
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QUESTIONS?

Transition to Electronic Submission of the SF424 (R&R) Application



NIH's Electronic Receipt Goal

By the end of May 2007, NIH plans to:

1. Require electronic submission through Grants.gov for all NIH grant applications
2. Transition from the PHS 398 application form to SF424 family of forms data set

Announced in the NIH Guide, Aug. 19, 2005:

<http://grants.nih.gov/grants/guide/notice-files/NOT-OD-05-067.html>

What is Grants.gov?

- The Federal government's single, online portal for any person, business, or State, Local and Tribal government to electronically:
 - Find Grant Opportunities
 - Apply for Grants
- A cross-agency initiative involving
 - 900 grant programs
 - 26 grant-making agencies
 - Over \$350 billion in annual awards

Why transition to SF424 family of forms?

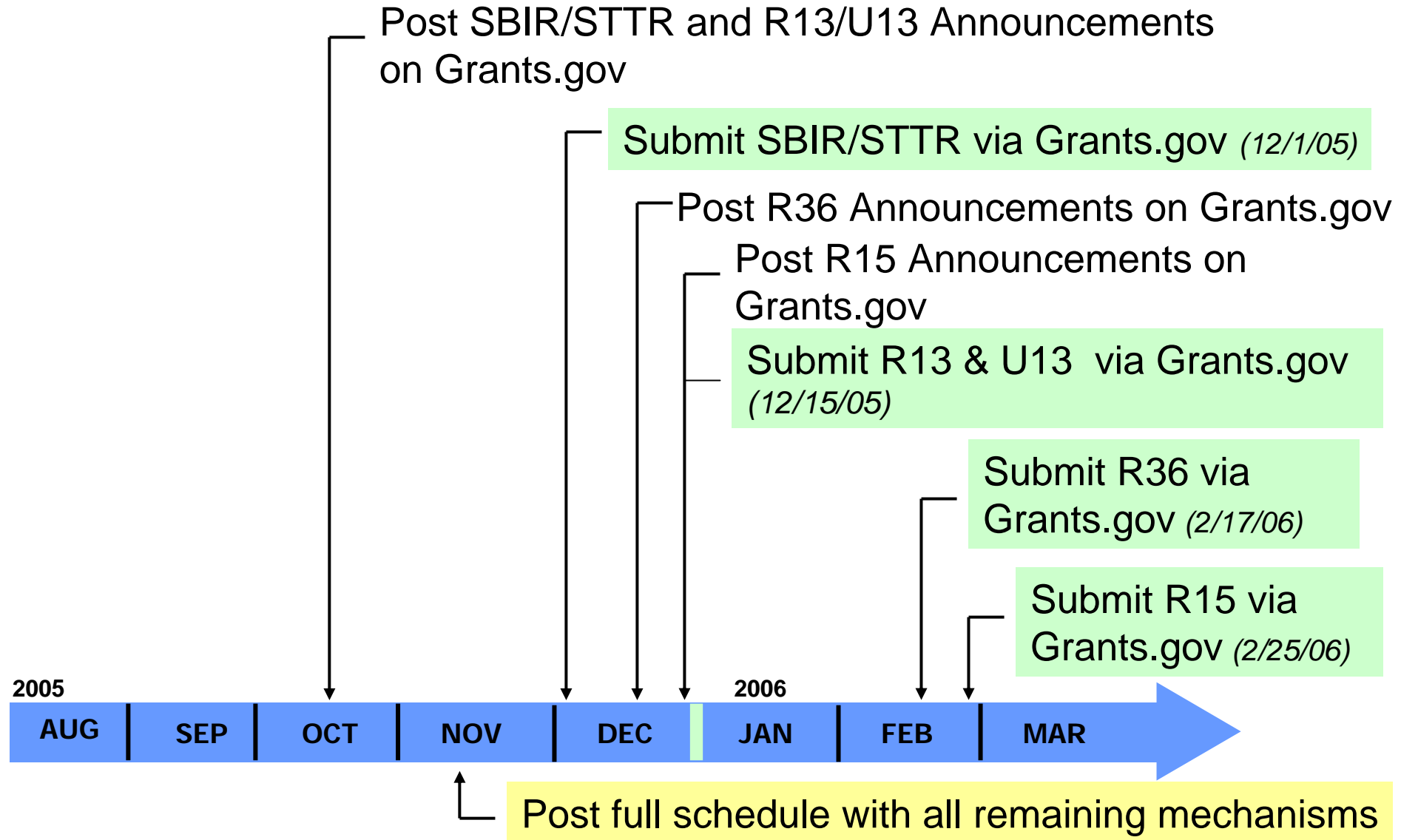
- SF424 consolidates forms currently used by Federal grant-making agencies
 - Applicants can use standard forms regardless of the program or agency to which they are applying.
 - Reduces administrative burden on the Federal grants community.
- SF424 (R&R) is the government-wide data set for research grant applications

NIH's Transition Strategy

- NIH will transition by individual research program/funding mechanism
- ALL applications in response to these announcements for transitioned mechanisms will require electronic submission through Grants.gov on the SF424 family of forms
- Mechanisms not yet transitioned will continue to require submission on PHS 398 on paper
- NIH will announce plans to transition mechanisms in NIH Guide for Grants and Contracts
- Funding Opportunity Announcements will be posted in Grants.gov “Apply”, generally 2 months before the submission date
 - Posting announcement allows downloading of application package and the ability to start working on the application
 - “Open” date is the first date the completed application can be submitted to Grants.gov

NIH Timeline:

Submission of Grant Applications through Grants.gov Using SF424 Family of Grant Application Forms



NIH Timeline:

Submission of Grant Applications through Grants.gov Using SF424 Family of Grant Application Forms (cont.)

Post R03, R21 & R33
Announcements on Grants.gov

Submit R03, R21 & R33 via
Grants.gov (6/1/06)

Post R01 Announcements
on Grants.gov

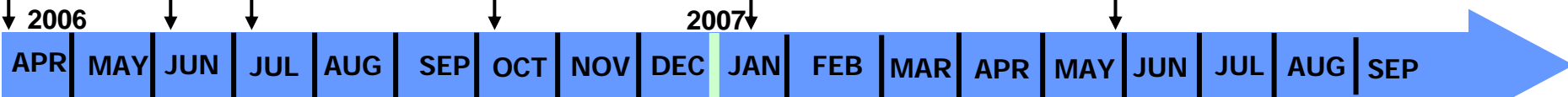
Submit R01 via Grants.gov (10/1/06)

Post NRSA (T&F), Careers & Complex
Grants Announcements on Grants.gov

Submit all Mechanisms
via Grants.gov

Abbreviation/Mechanism Key:

AREA/R15	Academic Research Enhancement
HTS/X01	High Throughput Screening
NRSA	National Research Service Award
R01	Research Project Grant Program
R03	Small Grant Programs
R13/U13	Conference Support
R21/R33	Exploratory/ Development Research
R36	Research Dissertation Grant Program
SBIR/STTR	Small Business Research



OMB Clearance for PHS398 form Expires

Electronic Receipt: How it works

Applying for Grants at Grants.gov:

After finding the grant opportunity on Grants.gov:

Step 1: Download the grant application package. (PureEdge Software required to view.)

Step 2: Complete the application.

Step 3: Submit the application to Grants.gov.
(Processed through Authorized Organizational Representative (AOR))

Step 4: Track the status of the submitted application package
you are notified it has been retrieved by NIH.

Electronic Receipt: How it works

Applying for Grants (cont.):

Step 5: eRA software checks the application against NIH business rules.

Step 6: NIH notifies PI and Signing Official via email to check the eRA Commons for results of NIH rule checking.

Step 7: If the application passes NIH rules, SF424 (R&R)-based grant image appears.

- Principal Investigator (PI) and Signing Official (SO) review application.
 - If acceptable, PI and SO verify application in Commons.
 - If not, the PI or SO rejects the application in Commons, makes changes and resubmits via Grants.gov

Electronic Receipt: How it works

Apply for Grants (cont.):

Step 8: If application does not pass NIH rules, errors and warnings are listed.

- Fix errors and resubmit to Grants.gov

Step 9: After verification, data and grant image are saved and application begins getting processed by NIH staff.

Grant image is available to reviewers.

Applicant can follow progress of application via the eRA Commons.

Preparing for Submission – Registration

Grants.gov

- Applicant institutions must complete one time only registration
- Good for electronic submission to all Federal agencies
- Detailed instructions at: <http://grants.gov/GetStarted>
 - Grants.gov registration requires institutions to:
 - Obtain a Data Universal Numbering System (DUNS) number
 - Register in Central Contractor Registry (CCR)
- Registration not required to find funding opportunity or download application package, only to submit completed application

eRA Commons

- Applicant institutions must complete one-time only registration
- PI's must work through their institutions to register
 - PI's currently registered only for IAR must work through their institutions for full Commons registration

**It is critical for institutions to begin this registration process
at least 4 weeks before applications are due!**

Where to go for Help

- General information on Electronic Submission and the SF424 (R&R):
 - <http://era.nih.gov/ElectronicReceipt>
- Forms transition and questions on NIH's overall plan for electronic receipt
 - NIH GrantsInfo.gov
 - E-mail: grantsinfo@nih.gov
 - Phone: 301-435-0714
- eRA Commons registration and post submission questions on Commons functionality
 - Support Page: <http://era.nih.gov/commons/index.cfm>
 - Help Desk
 - E-mail: commons@od.nih.gov
 - Phone: 1-866-504-9552 OR 301-402-7469
- Grants.gov registration and submission questions
 - Visit: <http://www.grants.gov/CustomerSupport>
 - Grants.gov Customer Service
 - E-mail: support@grants.gov
 - Phone: 1-800-518-4726

Eliminating NIH Mail Notifications

Plan

- Phase I – January, 2006 Council Round
 - Summary Statements will not be mailed beginning this Council Round
- Phase II – May, 2006 Council Round
 - Review Outcome Mailers will not be mailed beginning this Council Round
- Phase III – timing to be determined
 - With the implementation of E-Notification all other notification mailings will be eliminated

Implementation

- Guide Notice (September) announcing that NIH will not longer mail review outcome notices or summary statements
- Review outcome mailers for January, 2006 Council round will alert applicants that summaries will not be mailed and give the link for registering on the Commons
- Assignment mailers for May, 2006 Council round will alert applicants that review outcome mailers and summaries will not be mailed and give the link for registering on the Commons
- Turn off summary statement printing as of 10/1/05
- Turn off outcome mailer printing as of 2/1/06